

United States Department of Agriculture  
Animal and Plant Health Inspection Service  
Washington, D.C. 20250

**SENIOR EXECUTIVE SERVICE RECRUITMENT ANNOUNCEMENT**

**Vacancy Announcement Number: APHIS-SES-06-02**

**\*\*\*THIS VACANCY ANNOUNCEMENT HAS BEEN AMENDED TO CORRECT THE MAXIMUM SALARY RATE FROM \$165,200 TO \$152,000.\*\*\***

**Position (Title/Series):** Director, Centers for Epidemiology and Animal Health, ES-0401/0701

**Organization, Location/Duty Station:**

Animal and Plant Health Inspection Service  
Veterinary Services  
Centers for Epidemiology and Animal Health  
Fort Collins, CO

**Opening Date:** January 23, 2006

**Closing Date:** February 27, 2006

Area of Consideration:  
**"All Qualified Persons"**

For more information contact:  
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USDA, Marketing & Regulatory Programs/  
Human Resources Enhancement Branch/Room 1726-S  
Telephone: 202-720-3010/202-690-3014

***SENIOR EXECUTIVE SERVICE***

This position is in the Senior Executive Service (SES), Career Reserved. Only one position will be filled under this announcement. Positions in the SES are not graded. The salary range is \$109,808 - \$152,000 per annum. SES employees are also eligible for bonuses and awards based on performance. Veteran's preference is not applicable to the SES. Selectee is subject to a one-year probationary period, unless currently serving

under an SES appointment. Visit [www.opm.gov/ses](http://www.opm.gov/ses) for additional information and benefits for SES employees.

**WHY WORK FOR APHIS:** The Animal and Plant Health Inspection Service (APHIS) is a dynamic, innovative agency of the U.S. Department of Agriculture. APHIS is responsible for protecting and promoting U.S. agricultural health, administering the Animal Welfare Act and carrying out wildlife damage management activities. APHIS, Veterinary Services (VS) protects and improves the health, quality, and marketability of our nation's animals, animal products and veterinary biologics by preventing, controlling and/or eliminating animal diseases, and monitoring and promoting animal health and productivity. The mission of the Centers for Epidemiology and Animal Health (CEAH) is to provide information and technical services for animal health and other agricultural interests to ensure a safe and economical supply of food and agricultural products. CEAH applies epidemiological techniques to promote agricultural animal health and to prevent and control foreign, domestic, or emerging environmental, animal, and zoonotic disease incursions. CEAH is composed of three centers: the Center for Animal Disease Information and Analysis including the VS Applications Information Management unit; the National Center for Animal Health Surveillance, which is comprised of the National Surveillance Unit and the National Animal Health Monitoring Unit; and, the Center for Emerging Issues, including the VS Geospatial Technologies unit. CEAH is a Collaborating Centre of the International Organization for Animal Health (OIE) for epidemiology, surveillance, and animal health information systems.

APHIS is an emergency response agency. This means that all Agency employees may be asked or assigned to participate in rotating temporary duty assignments to support emergency programs at some time during their careers with APHIS. It is difficult to predict the frequency with which such emergency situations may occur- and could range from several emergencies in a year to none the course of many years. In the event that you are called upon to support an emergency program, this may require irregular working hours, and may include duties other than those specified in your official position description. While some emergency program support assignments may be able to be performed at the employee's current duty station, in other cases employees may be asked to go on-site to a temporary duty station location. In addition, it may be necessary for employees to participate in multiple rotations to an emergency program assignment. Attempts will be made to keep disruption to the employee to a minimum. To learn more about our agency, our exciting mission, vision, and guiding principles, please visit [www.aphis.usda.gov](http://www.aphis.usda.gov).

**Duties include:** As the Director, Center for Epidemiology and Animal Health (CEAH) the incumbent participates fully with the Deputy Administrator for Veterinary Services (VS), the members of the VS Management Team, and other key officials to formulate and determine long-range and current policies and programs of the Agency, particularly as they affect and/or relate to the functions and activities of the CEAH. The incumbent ensures that the CEAH program goals address the United States Department of Agriculture (USDA) Strategic Goals, the Animal and Plant Health Inspection Service (APHIS) Strategic Goals, the VS Strategic Goals, and alignment with Agency goals to implement the President's Management Initiative. Directs the development of policies and programs to ensure the protection of borders and agricultural production, a safe food supply, and protection of USDA facilities, employees, and other

infrastructure. Directs the formulation of CEAH policy and program recommendations and their coordination with those of other organizational units of APHIS, the Department, International agencies, and other public and private user groups. The incumbent directs and coordinates the development of CEAH funding arrangements. Recommends and justifies necessary budget requests to the Deputy Administrator of VS and other key officials. The incumbent develops policies and plans for assuring a solid financial basis for CEAH. The incumbent directs and coordinates the development of plans to implement approved policies, programs, and activities of the CEAH. Directs and coordinates the review and evaluation of internal policies and operations, services provided, and progress and accomplishments of the CEAH. Directs the development of strategic, business, and operational plans in support of VS missions in the area of responsibility; directs the collection, analysis, and distribution of information about animal health and productivity; provides animal health epidemiologic expertise to VS, APHIS, and USDA in general; and, directs the development and maintenance of information systems and databases in support of APHIS and VS program mission. The incumbent directs the development and conduct of training programs for CEAH centers, field personnel, and international agencies in areas of technical expertise and program responsibility. Participates in the evaluation of immediate and future automated data processing applications requirements in VS. The incumbent ensures that fair, equitable, and unbiased treatment and service are provided to all clients, customers, cooperators, contractors, and beneficiaries of USDA programs.

**A. EXECUTIVE CORE QUALIFICATIONS – Please address these Executive Core Qualifications (ECQs). Detailed information on the ECQs and Key Characteristics may be found at: [www.opm.gov/ses/handbook.html](http://www.opm.gov/ses/handbook.html).**

**ECQ 1 LEADING CHANGE** – encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity—to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity.

**Leadership Competencies:** Continual Learning, Creativity & Innovation, External Awareness, Flexibility, Resilience, Service Motivation, Strategic Thinking, Vision

**ECQ 2 LEADING PEOPLE** – Involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission, and goals. Please be sure to describe your accomplishments in Equal Employment Opportunity (EEO) and/or CIVIL RIGHTS. This includes opportunities provided to minorities and women to receive grants and/or contracts, employment and advancement, training, award recognition, and program benefits.

**Leadership Competencies:** Conflict Management, Leveraging Diversity, Integrity/Honesty, Team Building

**ECQ 3 RESULTS DRIVEN** – Stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and implementation and evaluation of programs and policies.

**Leadership Competencies:** Accountability, Customer Service, Decisiveness, Entrepreneurship, Problem Solving, Technical Credibility

**ECQ 4 BUSINESS ACUMEN** – Involves the ability to acquire and administer human, financial, material, and information resources in a manner which instills public trust and accomplishes the organization's mission and to use new technology to enhance decision making.

**Leadership Competencies:** Financial Management, Human Resources Management, Technology Management

**ECQ 5 BUILDING COALITIONS/COMMUNICATION** – Involves the ability to explain, advocate, and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally. It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization.

**Leadership Competencies:** Influencing/Negotiating, Interpersonal Skills, Oral Communication, Partnering, Political Savvy, Written Communication

**B. MANDATORY TECHNICAL QUALIFICATIONS (all applicants must address):**

1. In-depth knowledge of the veterinary medical arts and sciences.

For example: knowledge of the epidemiology of specific animal diseases and knowledge of the fundamentals of laboratory diagnostics; knowledge of principles of surveillance and outbreak investigations and disease control and eradication programs; knowledge of training needs to enhance epidemiological expertise and/or other areas within the field of veterinary medicine; graduate degree in the field of study that provided an in-depth knowledge in the principles of veterinary medicine and/or biological sciences with special emphasis on epidemiology, microbiology, pathology or related medical sciences (i.e., a degree in Veterinary Medicine; Master's or Doctorate in Public Health, Epidemiology, Preventive Medicine, Microbiology, etc.)

2. Knowledge of epidemiologic statistical, and economic analysis of animal diseases.

For example: knowledge of epidemiologic principles of study design and data analysis and knowledge of evaluation models, principles, techniques; ability to manage systems to actively monitor trends in animal and public health, production technologies, animal commerce, and social and political environments for the purpose of developing disease intervention strategies, using risk assessments, forecasting, and modeling techniques;

or familiarity of data-collection methods, such as on farm interviews, computer-assisted telephone interviews, laboratory testing, etc.

### 3. Worldwide knowledge of animal health monitoring activities.

For example: demonstrated awareness of international distribution of major animal diseases and control programs; knowledge of international agencies and institutions that deal with monitoring, research, or educational activities related to animal disease programs.

## **C. Education Requirements**

For the 0401 General Biological Science Series:

Degree: biological sciences, agriculture, natural resource management, chemistry, or related disciplines appropriate to the position OR combination of education and experience-courses equivalent to a major, as listed above, plus appropriate experience or additional education.

For the 0701 Veterinary Medical Science Series:

Degree: Doctor of Veterinary Medicine or equivalent degree at a school approved or accredited by the American Veterinary Medical Association (AVMA), a State Department of Education, or a State Board of Veterinary Medical Examiners.

Graduates of a foreign veterinary medical school who do not meet the requirements specified above must furnish proof of (a) graduation from a veterinary medical school, and (b) the ability to communicate in and comprehend the English language, and (c) passing the written examination in veterinary medicine given through the AVMA'S Educational Commission for Foreign Veterinary Graduates (ECFVG) or the U. S. National Board of Veterinary Medical Examiners. Proof of English language proficiency may be met by (1) achieving a total score on the Test of English as a foreign Language of at least 550 with a listening comprehension score of at least 60 points (2) earning an advanced degree (i.e., an MS or Ph.D.) at a U. S. college or university, or (3) graduating from a U. S. or Canadian English-speaking high school. Exceptions to these requirements are as follows:

Certificates held by veterinarians who qualified between 1965 and 1972, under the program of the educational Commission for Foreign Veterinary Graduates will be honored.

Veterinarians who are graduates of foreign veterinary colleges which are included on the September 1, 1963, list entitled, 'Foreign Veterinary Colleges Evaluated by the Council on Education, American Veterinary Medical Association,' and who entered the United States or Canada and qualified as eligible for private practice or Federal employment on or before December 31, 1972, will be accepted.

In addition to the D.V.M. degree, one year of progressively responsible veterinary experience equivalent to at least the next lower grade level, OR successful completion of graduate study in

an accredited college or university, in a field of veterinary or related science (i.e., microbiology, parasitology, pathology, immunology, or other specialty).

**HOW TO APPLY -- All applicants are required to submit the following information. The initial competition and identification of candidates to be interviewed will be made solely on the basis of this material. Candidates who do not submit complete packages as indicated below will not be considered.**

1. Submit an application (Resume, OF-612, Optional Application for Federal Employment, or any other written format you choose to describe your job related qualifications). Your resume should contain the information outlined in the booklet, "Applying for a Federal Job (OF-510)." See OF-510 at: [www.opm.gov/forms/pdfimage/of0510.pdf](http://www.opm.gov/forms/pdfimage/of0510.pdf). See OF-612 at: [www.opm.gov/forms/pdfimage/of0612.pdf](http://www.opm.gov/forms/pdfimage/of0612.pdf).
2. Submit a Supplemental Applicant Statement which addresses **EACH** of the ECQs and technical qualifications individually. Please include your name and the vacancy announcement number on each page of the supplemental applicant statement. The purpose of this statement is to provide you, as an applicant, the opportunity to elaborate on your experience, training, and specifically, significant achievements which relates to the ECQs and technical qualifications being used to identify the best qualified candidates for this vacancy. DO NOT simply repeat entries from other parts of your application package. Please provide complete responses to executive core and technical qualifications. Visit [www.opm.gov/ses/writingstate.html](http://www.opm.gov/ses/writingstate.html) for additional guidance on writing your Supplemental Applicant Statement. When addressing the five ECQs the total length of your statement must not exceed 10 pages. Please structure your responses to the ECQs in terms of the action taken, context of environment in which the action was taken, and the outcome or results from such action.
3. If you are a Senior Executive Service Candidate Development Program graduate, submit proof of the Office of Personnel Management's certification and a narrative statement addressing only the mandatory technical qualifications.
4. If you are a current or former SES member, submit documentation of SES status and a narrative statement addressing only the mandatory technical qualifications.
5. Submit a copy of your most recent performance appraisal or a statement from you, self-certifying that your most recent appraisal or current performance is at least "Fully Successfully."

**TO APPLY:** Send the application package described above to:  
USDA, Animal & Plant Health Inspection Service  
Marketing & Regulatory Programs-Business Services  
Human Resources Enhancement Branch  
Attention: Tracey H. Brown  
1400 Independence Avenue, SW, Room 1726-S

Washington, DC 20250

**Please be sure to include the announcement number on your application. Application, performance appraisal and supplemental information must have arrived at the “Contact” address above by the closing date of February 27, 2006.**

**DUE TO MAIL COMPLICATIONS, WE STRONGLY ENCOURAGE APPLICANTS TO FAX APPLICATIONS TO (202) 720-5703, OR DELIVER THEIR APPLICATIONS TO THE ABOVE ADDRESS. TO CHECK ON THE STATUS OF YOUR APPLICATION, CALL (202) 720-3010 OR (202) 690-3014.**

**ADDITIONAL INFORMATION:**

1. This position is covered under the post-employment restriction of the Ethics in Government Act of 1978 (P.L. 95-521). This law also requires the selectee to file an Executive Personnel Financial Disclosure Report (Standard Form 278), within 30 days of appointment.
2. Applications sent in U.S. Government postage-paid envelope and submitted through Federal Agency courier services will not be considered.
3. Male applicants born after December 31, 1959, must be registered with the Selective Service System before they can be employed by an executive agency of the Federal government. This requirement does not apply to Agency employees appointed before November 8, 1985.
4. The 1993 Hatch Act Reform Amendments prohibit oral and written political recommendations for Federal jobs.
5. All application forms are subject to the provisions of the Privacy Act and become the property of USDA.
6. **SECURITY CLEARANCE:** Continued service in this position is subject to a satisfactory background investigation.
7. **DRUG TESTING:** Incumbent of this position may be required to submit to urinalysis to screen for illegal drug use on an ongoing basis after appointment, as directed.
8. **LETTERS OF REFERENCE:** Selectee may be required to submit 2 letters of recommendation.

***ELIGIBILITY REQUIREMENT***

Consideration for competitive selection for this position is open to all persons within the area of consideration who meet the basic qualifications. Race, color, age, national origin, gender, sexual orientation, political beliefs, religion, marital or family status, disability, and other nonmerit factors will not be considered.

***EVALUATION METHOD***

Applicants who meet the mandatory requirements in items A (Executive Core Qualifications), and B (Mandatory Technical Qualifications) above will be considered qualified for this position. Rating and ranking to determine the "**best qualified**" will be conducted by a panel of experts and will be based upon consideration of the degree to which applicants meet the mandatory knowledge, skills, and abilities described in items A and B. Interviews and qualifications inquiries may be required. The executive core qualifications of the selectee are subject to prior approval by the Office of Personnel Management Qualifications Review Board. When reviewing Executive Core Qualifications Statements, the Qualifications Review Board is looking for specific challenges, actions, and results.

The U.S. Department of Agriculture (USDA) is an Equal Opportunity Employer. USDA prohibits discrimination in all its programs and activities on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, and marital or family status. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication or program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

Reasonable Accommodation: This agency provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the agency at (202) 720-3010 or (202) 690-3014. The decision on granting reasonable accommodation will be on a case-by-case basis.